

Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.



U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

A. D. MELVIN, CHIEF OF BUREAU.

SERVICE ANNOUNCEMENTS.

WASHINGTON, D. C., APRIL 15, 1912.

[This publication is designed to disseminate information and instructions to persons in the service of the Bureau of Animal Industry and to proprietors of establishments at which the Federal meat inspection is conducted. It is not intended for general distribution to the public. A supply will be sent to each official in charge of a station or branch of the bureau service, who should promptly distribute copies to members of his force. A file should be kept at each station for reference.]

CHANGES IN DIRECTORY.

The following changes have been made since those indicated in Service Announcements of March 15, 1912:

Meat Inspection Inaugurated.

- * 173. Hammond, Standish & Co., Detroit, Mich.
- * 853. Morristown Produce & Ice Co., Morristown, Tenn.
- * 854. West End Packing Co., 3842-3844 Garfield Avenue, St. Louis, Mo.
- 855. Frank Orth, 547 Thirteenth Street, West New York, N. J.
- 856. Charles S. Johnson, 58 Washington Street, Pawtucket, R. I.

Meat Inspection Discontinued.

- 1F. Morris & Co., 305-313 State Street, New Haven, Conn.
- 11. Brighton Packing Co., Brighton, Mass.
- 20S. The Schwarzschild & Sulzberger Co. of America, Sixth and Pine Streets, St. Paul, Minn.
- * 164. The Greeneville Packing Co., Greeneville, Tenn.
- * 170. Whitesburg Packing House, Whitesburg, Tenn.
- * 254. The Columbia Cotton Oil & Provision Corporation, Relee, Va.
- 322. The New England Specialty Co., Twenty-first Street and Superior Avenue, Cleveland, Ohio.
- * 352. E. Bucher Packing Co., Thirty-eighth Street and Commercial Avenue, Cairo, Ill.
- 402. The Electric Processing Co., 3217 Sixty-third Street SW., Cleveland, Ohio.
- 575. Thomas Halligan, 637 West Fortieth Street, New York, N. Y.
- 778. Chicago Meat Ball Packing Co., 1403 North Campbell Avenue, Chicago, Ill.
- 800. The Misses Gregory, 30½ Lafayette Street, Newark, N. J..

* Conducts slaughtering.

Change in Firm Name.

766. The Sulzberger & Sons Co. of America, 19 Commercial Street, Boston, Mass., instead of The Schwarzschild & Sulzberger Co. of America.

Stations Discontinued.

Greeneville, Tenn.
Relee, Va.
Whitesburg, Tenn.

Changes of Officials in Charge.

Cumberland, Md., Mr. J. C. Schafer, instead of Mr. J. W. Burroughs.
Scranton, Pa., Mr. H. W. Bollinger, instead of Mr. W. H. Cain.

Changes of Addresses of Officials in Charge.

Dr. W. M. Balmer, Water Street, Pottsville, Pa., instead of P. O. box 55.
Dr. O. W. Everly, 19 Hamilton Street, Allentown, Pa., instead of Lock Box 322.
Dr. G. D. Painter, 371-373 South West Fourth Street, Salt Lake City, Utah, instead of Third West and South Fourth Streets.

Name Added to Address List.

Dr. C. A. Jerome, care Morristown Produce & Ice Co., Morristown, Tenn.

Name Removed from Address List.

Mr. F. J. Fritsch, Smithfield, Va.
Reading, Pa., has been made a substation of Bridgeport, Pa.
Smithfield, Va., has been made a substation of Norfolk, Va.

INSTRUCTIONS CONCERNING MEAT INSPECTION.**Cleaning Hog Carcasses before Partially Severing Heads.**

In the latter part of the item in Service Announcements of February 15, 1912, page 10, under the heading "Foreign material in swine livers," reference is made to the contamination of pork products by failure to remove the hair and dirt and thoroughly clean the skin of the hog carcass before the head is partially severed. Inspectors in charge of meat inspection will inform the Washington office by letter of what progress is being made toward compliance with these instructions.

Hog Lungs for Fish Food, Etc.

Hog lungs are considered inedible and unfit for food purposes, but may leave official establishments for fish food, crab bait, etc., provided they are properly slashed and denatured by dipping them for several minutes in a solution containing 1 gram of methyl violet in 5,000 cubic centimeters of water. They should then be washed in fresh water until the wash water is free of any coloring matter. If shipped in interstate trade, hog lungs so treated should be certified to as required by B. A. I. Order 150, regulation 25, section 19, paragraph 5.

Pigs' Feet.

It frequently occurs that persons or firms who make a specialty of pigs' feet desire to obtain them in a partially cleaned condition and finish the cleaning and preparation themselves. Accordingly, pigs' feet which are partially cleaned may be permitted to

go into local or interstate trade, including official establishments, upon written request of the purchaser, when the inspector in charge is aware of all the facts. The foregoing permission does not lessen the present requirements as to strict cleanliness of the pigs' feet which are prepared at official establishments for food purposes.

Inflation of Carcasses Prohibited.

Referring to item in January Service Announcements entitled "Inflating carcasses," hereafter the inflation of any carcass in an establishment where Federal meat inspection is maintained is prohibited. Inspectors will see that this ruling is strictly enforced.

Method of Cutting Carcasses for Examination for Tapeworm Cysts.

The cutting of carcasses for examination for tapeworm cysts should be done with a knife instead of a saw as is practiced at some establishments. When carcasses are divided by sawing the flesh it is difficult to determine the presence of cysts on the surfaces thus cut.

Sheep Measles.

Sheep carcasses affected with measles limited to the heart should be passed for food without cutting into pieces or refrigeration. Sheep carcasses showing other muscles involved should be rendered into tallow or condemned according to the degree of infestation found upon cutting.

Water Supplies and Sanitation.

On different occasions in the past inspectors in charge have been directed to give particular attention to the water supplies employed in packing houses. It is expected that each inspector in charge will make it his personal duty to ascertain the source of supply at all establishments under his supervision. The character of reservoirs and storage tanks employed must also be determined, and if there is any reason to suspect that the water may not be perfectly wholesome and free from contamination, a report showing the precise conditions which exist should be made at once to the chief of the bureau and samples of water should be forwarded to the Biochemic Division, Bureau of Animal Industry, Washington, D. C., for examination. Specific instructions regarding the collection of water samples may be obtained upon application to the chief of the bureau.

While the matter of water supplies is important, inspectors must not fail to give careful attention to sanitary conditions in general, as each inspector in charge is held responsible for failure to report immediately insanitary conditions or practices which may prevail at establishments under his supervision. If such conditions are discovered efforts to correct them should be made at once by the inspector in charge, and a report forwarded to the chief of the bureau describing the insanitary conditions and the steps which have been taken to correct them. Common cleanliness must be insisted upon and maintained at all times, the character of the work considered; and there can be no excuse upon the part of either the inspector or the management for neglect in this regard.

Bureau Brands for Marking Meats.

Wherever the pin brands have not proven as satisfactory as the regular brass brands for marking meat and meat food products, the inspectors will make requisition for the regular brass brands to take their place. All pin brands that have become unserviceable for any reason should be returned to the Washington office, and requisition should be made for regular brass brands to replace them. The bureau is not in a position to supply either pin brands or pins at present.

A number of the brass brands which have been supplied by the bureau have not proven entirely satisfactory, due to the thickness of the rims, which causes them to make heavy marks on meat and meat food products. Inspectors in charge who have any of these brands in their possession are directed to make requisition for other brands to replace them. When the new ones are received the old ones should be returned to the bureau.

Storage of Meats, Etc.

Pending further investigation, the enforcement of the order in Service Announcements of February 15, 1912, page 11, entitled "Storage of meats, etc.," will be deferred in so far as this order relates to the odors of cheese or other substances which are edible and fit for human food.

Inspectors in charge of meat inspection will submit to the Washington office a detailed report covering rooms and compartments of official establishments at their respective stations in which edible food products other than meat are stored with meat or meat food products. In case there are rooms or compartments where odors of other foods do exist, the inspector will state his opinion as to whether such odors render the meats objectionable or the inspection more difficult.

Labeling of Meat and Meat Food Products Containing Added Substances.

Labels for meat and meat food products to which cereal, potato flour, or similar substances are added will in the future be required to have the statements "Cereal added," "Potato flour added," etc., appear thereon in type of such size as will be in good proportion to the name of the product, provided the product does not contain more than 5 per cent of cereal, potato flour, etc. If this percentage is exceeded, the words "Cereal," "Potato flour," etc., must appear as a part of the name of the product in the same size and style type and on the same line; for example, "Sausage and cereal," "Sausage and potato flour."

The addition of "meat products" to any meat or meat food product shall be stated on labels in type of sufficient size to give the statement prominence, provided the addition of such products does not exceed 20 per cent. If this percentage is exceeded, however, the words "Meat products" must appear as a part of the name of the product in the same size and style of type and on the same line; for example, "Potted meats and meat products."

In the future labels for meat and meat food products containing added substances submitted for approval by inspectors in charge should be accompanied by a statement showing the percentage of such added substances contained in the products to which the labels are to be applied.

INFORMATION AFFECTING EXPORTS OF MEAT PRODUCTS.

France.

By a presidential decree of February 6, 1912, the regulations governing the admission into France of fresh meats are changed as follows:

The importation in separate pieces of the following kinds of meat from the bovine species is permitted: Tenderloin and sirloin; rounds and rumps, which shall bear no signs of having been trimmed—they may be presented either separately or attached to each other; tongues, which shall bear no signs of having been trimmed and which shall be presented with the pharyngeal walls, the retropharyngeal and the sublingual lymph glands adhering naturally, as well as the larynx, and about a third part of the trachea; kidneys and brains; and sweetbreads. The importation of kidneys and brains of sheep and hogs is permitted.

The foregoing should not be construed as prohibiting the incising of glands and parts, without removing any part of them, to determine the presence of disease.

SHIPPING POINTS FOR NONINFECTED CATTLE ALONG TEXAS-FEVER QUARANTINE LINE.

In localities where a line of railroad separates the area quarantined on account of splenetic, southern, or Texas fever in cattle from the noninfected area, shipping points are reserved for noninfected cattle as follows:

Point.	County.	State.	Point.	County.	State.
Quanah.....	Hardeman....	Texas.	Fayette.....	Jefferson.....	Mississippi.
Chillicothe.....	do.....	Do.	Lorman.....	do.....	Do.
Colorado.....	Mitchell.....	Do.	Howard.....	Holmes.....	Do.
Iatan.....	do.....	Do.	Toone.....	Hardeman.....	Tennessee.
Big Springs.....	Howard.....	Do.	Hickory Valley.....	do.....	Do.
Jennings.....	Pawnee.....	Oklahoma.	Reliance.....	Polk.....	Do.
Cannonsburg.....	Jefferson.....	Mississippi.	Farner.....	do.....	Do.

All shipping points on the line through Abbeville County, S. C., except the city of Abbeville; all shipping points on the line through Chester County, S. C., except the city of Chester, and all shipping points through York County, S. C., except the cities of Yorkville and Rockhill, are reserved for noninfected cattle.

CONVICTIONS FOR VIOLATIONS OF LAWS.

Quarantine Law.

The following result of court prosecution for violation of the live-stock quarantine law has been reported to the bureau since March 10, 1912:

Number of cases.	Defendant.	Penalty.	Where tried.
1	Fritz Hudlisberger.....	\$100	Seattle, Wash.

Twenty-eight-Hour Law.

Number of cases.	Defendant railroad.	Penalty.	Where tried.
3	New York Central & Hudson River.....	\$316.54	Massachusetts.
2	Covington & Cincinnati Elevated Railroad & Transfer & Bridge Co.....	237.64	Ohio.
7	New York, New Haven & Hartford.....	1,196.83	Connecticut.
1	Gulf, Colorado & Santa Fe.....	122.00	Texas.

Meat-Inspection Law.

In the case of *The United States v. W. J. Flynn*, Lookout, Pa., for violating the meat-inspection act in shipping an immature calf carcass in interstate trade, the defendant recently pleaded guilty and the court imposed a fine and the costs of prosecution, amounting to about \$100.

In the case of *The United States v. L. L. Teeple*, Lookout, Pa., for violating the meat-inspection act in shipping interstate a carcass of beef which was found to be tuberculous and unfit for food purposes, the defendant recently entered a plea of nolo contendere and the court imposed a fine of \$200, which was paid.

State Quarantine Laws.

The following results of prosecutions for violation of the State quarantine laws of Oklahoma have been reported to this bureau:

Defendant.	Offense.	Fine (besides costs).
Phillip Shierer.....	Moving cattle across quarantine line.....	\$50
Abe Gumm.....	Driving cow across quarantine line.....	50
J. G. Clawson.....	Shipping cattle from one county to another without dipping or inspection..	100

REPORTING VIOLATIONS OF 28-HOUR LAW.

Hereafter, in rendering reports of alleged violations of the 28-hour law, the I. D. Form 59a should be made to include the information required in item 27 of the I. D. Form 59, as follows: "Were the cars provided with facilities for watering?..... Feeding?....." This information should be inserted on the line above "Was stock watered en route?..... When?....." The supply of I. D. Form 29a on hand at stations should be corrected accordingly.

SUBSTANCES PERMITTED FOR OFFICIAL DIPPING OF SHEEP.

The use of the following-named substances is permitted by the department in the official dipping of sheep for scabies:

"*Creola Stock Dip and Disinfectant*," a coal-tar creosote dip, manufactured for The E. C. Harley Co., Dayton, Ohio. Dilution permitted, 1 gallon to not more than 72 gallons of water.

"*Besto Stock Dip*," a coal-tar creosote dip, manufactured for the Scarless Remedy Co., Winterset, Iowa. Dilution permitted, 1 gallon to not more than 69 gallons of water.

"*Dipoleum*," a coal-tar creosote dip, manufactured for the Pure Oil Co., Minneapolis, Minn. Dilution permitted, 1 gallon to not more than 74 gallons of water.

"*K K K Stock Dip*," a coal-tar creosote dip, manufactured for the K K K Medicine Co., Keokuk, Iowa. Dilution permitted, 1 gallon to not more than 72 gallons of water.

"*Sterlingworth Sheep Dip*," a coal-tar creosote dip, manufactured for the Sterling Chemical Co., Cambridge, Mass. Dilution permitted, 1 gallon to not more than 56 gallons of water.

"*Goodrich Dip*," a coal-car creosote dip, manufactured for the Goodrich Drug Co., Omaha, Nebr. Dilution permitted, 1 gallon to not more than 69 gallons of water.

"*Orwood Sheep and Cattle Dip*," a coal-tar creosote dip, manufactured by the Oregon Wood Distilling Co. Dilution permitted, 1 gallon to not more than 46 gallons of water.

"*Creslyne No. 1*," a coal-tar creosote dip, manufactured by the Hunt Manufacturing Co., Cleveland, Ohio. Dilution permitted, 1 gallon to not more than 76 gallons of water.

"*Never Fail Stock Dip*," a coal-tar creosote dip, manufactured for the Never Fail Stock Powder Co., Omaha, Nebr. Dilution permitted, 1 gallon to not more than 69 gallons of water.

"*National Brand Stock Dip*," a coal-tar creosote dip, manufactured for the National Chemical Co., Burlington, Iowa. Dilution permitted, 1 gallon to not more than 69 gallons of water.

"*Fenola*," a coal-tar creosote dip, manufactured by the Kretol Co., Washington, D. C. Dilution permitted, 1 gallon to not more than 63 gallons of water.

Inspectors will not permit the use in official dipping of packages of these dips which are not labeled in accordance with the above specifications, nor will they permit the use in official dipping of any proprietary substance which does not bear the guaranty required of manufacturers by the regulations, B. A. I. Order 143 and amendments thereto, or which in any manner violates the provisions of said regulations or amendments.

INSPECTION AND TESTING OF ANIMALS FOR CANADA.

The following changes have been made in the list of practicing veterinarians registered by the bureau and authorized to inspect and test with mallein horses, mules, and asses intended for export to Canada:

Names Added to List.

Dr. J. B. Thompson, Harvey, N. Dak.
Dr. H. G. Lyon, Hutchinson, Minn.

Names Removed from List.

Dr. W. E. Miller, Abingdon, Ill.
Dr. W. E. Coover, Indianapolis, Ind.
Dr. Richard Ebbitt, Grand Island, Nebr.

Change of Address.

Dr. H. M. Rinehart, from Blandinsville, Ill., to Bartlett, Ill.
Dr. Harry S. Weeks, from Aberdeen, Wash., to Seattle, Wash.

Correction in Name.

Dr. T. Ruth, should be Dr. T. H. Ruth, De Smet, S. Dak.

TUBERCULIN TESTS.

Except as previously instructed regarding interstate, export, and cooperative tuberculin testing, inspectors will refrain from making any other tuberculin tests. When instructed specifically by the Washington office, tests other than those first mentioned may be made and duplicate reports rendered to the proper authorities of the State.

RULES GOVERNING LEAVE OF ABSENCE FOR EMPLOYEES OUTSIDE OF WASHINGTON.

The following instructions with reference to annual leave, sick leave, and leave without pay will apply, on and after May 1, 1912, to all employees in the Bureau of Animal Industry outside of Washington, D. C., and supersede all previous instructions.

These instructions provide that inspectors and others in charge of stations may approve and grant, without the previous consent of the Washington office, all such leave to employees under them, excepting leave without pay as hereafter stated. In connection with this change a modified monthly time report has been devised, a supply of which has been forwarded to stations. Instructions covering the use of this new time report follow these rules in this number of Service Announcements and should be carefully studied and strictly complied with.

Leave.

1. Under the law employees outside of Washington may be granted leave with pay for not to exceed 15 days in each calendar year as "annual leave." The law adds that in exceptional and meritorious cases where an employee is ill he may be granted not to exceed 15 days additional leave with pay each year as "sick leave."

Annual Leave.

2. Unless prevented by the exigencies of the service, all employees in the Bureau of Animal Industry outside of Washington, D. C., except those serving under temporary appointment, those serving under probational appointment, and per diem employees, may be granted annual leave at the rate of one and one-fourth days for each month of service rendered during any one calendar year. Application for such leave is to be made on Form CC-2, a supply of which will be sent to all stations.

3. Officers in charge of stations in their discretion may permit employees under their supervision to avail themselves of any annual leave desired, but it must be understood that it is to be granted only at the rate of one and one-fourth days for each month of service rendered during the current calendar year; and whenever it is granted in excess of this pro rata amount—that is, when granted early in the year—it must be with the distinct understanding that should an employee's connection with the service be severed at any time during the current calendar year a deduction is to be made from his last claim for salary of an amount equal to salary for the period of annual leave granted in excess of the pro rata allowance.

4. Applications for annual leave, even though they may have been approved, may be revoked when the exigencies of the service require it.

5. Employees serving under either a probational or a temporary appointment may not be granted annual leave.

6. Per diem employees shall not be granted leave with pay if their appointments specify salary "for days actually employed," or if their employment is temporary. If a per diem rate is simply a measure of salary and the employee is regularly and continuously employed without limitation, he is entitled to leave the same as those who receive an annual or monthly rate of salary.

7. Sundays and legal holidays at the beginning of annual leave preceded by actual service, at the end of annual leave followed by actual service or within a period of annual leave, will not be charged as annual leave. But Sundays and holidays at the beginning of annual leave which is preceded by leave without pay, or at the end of annual leave which is followed by leave without pay, will be charged as leave without pay. For example, if an employee is granted annual leave from Monday to Saturday, inclusive, and returns to duty the following Monday, he will receive pay for Sunday, and it will not be charged as annual leave. However, should he be on annual leave from Monday to Saturday, inclusive, and on leave without pay on the following Monday, he will receive no pay for Sunday.

Procedure for Granting Annual Leave.

8. *Employees under the supervision of inspectors and others in charge* will be required to make application on Form CC-2, to be approved by the officer in charge in advance and properly filled out upon the applicant's return to duty. Such applications will not be forwarded to Washington, but will be retained by the officer in charge and safely filed until the close of the year (December 31) when they will be forwarded to Washington in accordance with directions contained in paragraph 39 of these instructions.

9. *Inspectors and others in charge, traveling inspectors, and employees unattached to any station in the field,* will arrange by correspondence for annual leave for any

period in excess of five days. For a period of five days or less they will simply advise the Washington office by letter, if such letter can reach the Washington office before the commencement of the leave, and if not, by telegram at the sender's expense, of his intention to take such leave. In the event of advising by telegram, an explanation of the circumstances under which the leave was taken will be forwarded to the Washington office by letter as soon as possible. Form CC-2 will be duly filled out in each case, officers in charge retaining them in their offices, while traveling inspectors and unattached employees will forward them to Washington properly filled out, upon their return to duty.

Sick Leave.

10. Employees in the Bureau of Animal Industry outside of Washington, D. C., except employees serving under temporary appointment, employees serving under probational appointment, and per diem employees paid "for days actually employed," in exceptional and meritorious cases may be granted sick leave at the rate of one and one-fourth days for each month of service. Sick leave may be granted upon any one of the following conditions:

(a) Where some member of the immediate family of an employee is afflicted with a contagious disease on account of which health authorities usually maintain a quarantine, and requires the care and attendance of such employee.

(b) Where through exposure to contagious disease, whether in his own family or not, the employee's presence on duty would jeopardize the health of his fellow employees or official associates.

(c) In exceptional and meritorious cases where the employee is personally ill and where to deprive the employee of sick leave would work peculiar hardship.

11. Per diem employees may be granted sick leave under the conditions indicated in instructions with reference to annual leave for such employees. Employees serving under probational appointment may not be granted sick leave on account of sickness.

12. Sick leave may be granted at any time during the year, even though no annual leave shall have been granted at the time.

13. Sick leave will not be granted for periods of less than one day.

14. If the application for sick leave is for two days or less the physician's certificate need not be filled out, but the affidavit of the applicant, duly sworn to before a notary, must be executed. (See back of Form CC-3.) Applications for sick leave for more than two days must be covered by the certificate of a regularly licensed practicing physician.

15. An employee absent on account of personal illness must report the fact immediately to the officer in charge. If such report is not made within 24 hours, the time lost may be charged as annual leave or as leave without pay.

16. Slight ailments or indisposition will not be accepted as sufficient cause for allowing sick leave. Such absence should be charged to annual leave.

17. Application for sick leave must be made within three days after the return of the employee to duty.

18. When an employee has been exposed to a contagious disease on account of which the medical authorities quarantine the patient, he should file immediately with the officer in charge a certificate from the attending physician or health officer stating that in his judgment the presence of the employee on duty would jeopardize the health of fellow employees or official associates. Application for sick leave for the time lost must be accompanied by a certificate of the attending physician or health officer certifying that all danger from contagion has passed.

19. No modification of annual leave to sick leave will be made unless sickness begins on or before the first day of the period granted as annual leave, when the latter may be surrendered and sick leave granted instead, under the usual limitations.

20. A Sunday or a holiday at the beginning of sick leave preceded by actual service, or at the end of sick leave followed by actual service, need not be charged as sick leave, but a Sunday or a holiday occurring within a period of sick leave must be charged as sick leave. For example, if an employee is absent on account of sick leave from Monday to Saturday, inclusive, and returns to duty the following Monday, or is absent that day on account of annual leave, he must be paid for Sunday; but if he is absent on account of sick leave from Monday to Saturday, inclusive, and is absent from duty the following Monday on account of leave without pay, he will not be paid for the intervening Sunday.

Procedure for Granting Sick Leave.

21. *Employees under the supervision of inspectors and others in charge* will be required to fill out application Form CC-3 for the approval of the officer in charge in accordance with the foregoing instructions. Such applications will not be forwarded to Washington, but will be retained by the officer in charge and safely filed until the close of the year (December 31), when they will be forwarded to Washington in accordance with directions contained in paragraph 39 of these instructions.

22. *Inspectors and others in charge, traveling inspectors, and employees not attached to any station in the field* will report absence on account of sickness for periods in excess of five days in the same manner as is prescribed for annual leave in paragraph 9. Form CC-3 will be duly filled out in each case, officers in charge retaining them in their offices, while traveling inspectors and unattached employees will immediately upon their return to duty forward them to Washington properly filled out.

Leave Without Pay.

23. Inspectors and others in charge will not grant leave without pay without the previous consent of the Washington office, except in emergencies or contingencies that are unforeseen and that compel the employee to be away from duty, such as sickness, death, or other catastrophe, and in no event for a period exceeding 10 days.

24. Leave of absence without pay for periods exceeding 10 days will be granted when considered best in the interests of the service. Such leave, however, can not be granted for a period longer than two months, except in special and peculiar cases, and under no circumstances shall leave without pay cover a period of more than one year. Application for leave without pay for periods exceeding 10 days must be filed on Form CC-2 (the same form as used for filing application for annual leave), but must be forwarded to Washington, accompanied by the recommendation of the officer in charge and a full statement of the reasons why such leave is desired.

25. When an employee has been absent for more than two months and there is no probability of his immediate return to duty his appointment may be terminated "without prejudice." Such employee, however, will be eligible for reinstatement at any time within one year from the date of separation from the service, provided his services are needed.

26. In case of absence from duty from any cause without leave having been previously asked for and granted, immediate notification must be given the officer in charge. Any employee who is absent without leave for any cause may also be required to explain in writing to the officer in charge and at the earliest practicable moment the cause of his absence and of his failure to ask for permission to be absent. If it is found that he was absent on insufficient cause, or if his failure to obtain permission to be absent is not sufficiently accounted for, the time lost will be charged to leave without pay, and such further action taken as may be deemed necessary.

Procedure for Granting Leave Without Pay.

27. *Employees under the supervision of inspectors and others in charge* will be required to make application on Form CC-2. If the leave granted does not exceed 10 days, the officer in charge will hold the application until the employee returns to duty, when the date of return to duty will be entered thereon and the application promptly forwarded to Washington. When leave without pay for a period exceeding 10 days is desired, the procedure prescribed in paragraph 24 will be followed. Upon the return of an employee to duty from leave without pay for a period exceeding 10 days the application will also be forwarded promptly to Washington.

28. *Inspectors and others in charge and employees unattached to any station in the field* will arrange for absence without pay for periods in excess of five days in the same manner as is prescribed for annual leave in paragraph 9. Form CC-2 will be duly filled out in each case, and upon return to duty promptly forwarded to Washington, with the date of return to duty entered thereon.

General.

29. Per diem employees serving under temporary appointment, or under appointments which stipulate that the salary is to be paid for days actually employed, are not entitled to pay for Sundays or legal holidays unless service is actually rendered on such days. In such cases the claim for salary must be accompanied by a certificate of Sunday or holiday labor. Other per diem employees are entitled to pay for legal holidays (when they do not fall on Sunday), but are not entitled to pay for Sundays except as provided for in the preceding paragraph.

30. The only legal holidays recognized by the fiscal regulations outside of Washington, D. C., are January 1, February 22, May 30, July 4, Labor Day (first Monday of September), Thanksgiving Day, and December 25, when these days do not fall on Sunday. In case they fall on Sunday, the following Monday is recognized.

31. If the services of an employee are not necessary on any local or State holidays not included in the above list, he should be given credit for services performed. If, however, he is absent from duty on such a day when there is work to be performed, his absence must be covered by application for annual leave, sick leave, or leave without pay.

32. Annual leave and sick leave not taken within the calendar year lapse.

33. Employees serving under a monthly salary will be granted annual and sick leave under the same conditions as apply to per annum employees.

34. When an employee is granted leave without pay after he has been granted more annual leave or sick leave than he is entitled to pro rata for services performed during the current calendar year, a deduction will be made from his subsequent salary of an amount equal to his salary for the number of days annual or sick leave granted him in excess of the pro rata allowance.

35. An employee will be held to a strict accountability for statements made by him of inability to perform duty. When sick leave has been granted, and subsequent developments prove that it was obtained by misrepresentation, it will be charged to leave without pay, even if the offender has annual leave still due. A second attempt to mislead or deceive official superiors, directly or indirectly, in regard to absence on account of alleged sickness will be deemed sufficient cause for dismissal.

36. In Service Announcements for September, 1908, page 94, notice is given that inspectors in charge shall not absent themselves from duty without permission from the Washington office. It has been deemed advisable in certain instances where the official station of the applicant is so far removed from Washington, D. C., as to make it impracticable to follow this rule strictly, to permit an officer in charge to avail himself of not to exceed five days annual leave without having previously

made formal application for same. In such cases, however, the applicant shall inform the Washington office immediately by telegraph of his action and make full explanation of the circumstances in a letter. (See pars. 9, 22, and 28 above.)

37. In forwarding applications on Form CC-2 covering leave without pay the officer in charge should sign on the line reserved for "Chief of division." The words "Chief of division" should be stricken out and the official title of the signer substituted. After the words "returned to duty," etc., the signer should be the officer in charge.

38. When an employee leaves the service to engage in private enterprises it is directed that should he reenter the service it shall be under the same conditions as those applying to new employees. But an exception may be made to this rule in the case of an employee who leaves the service to engage in lines of work similar to those in which he was engaged while in the bureau, as with States, municipalities, and like organizations.

39. As soon as possible after December 31 of each year inspectors and others in charge of stations will forward to the Bureau of Animal Industry, Washington, D. C., all applications covering annual and sick leave taken by employees and by themselves during the year, to be checked with the individual leave record of each employee. This record, after May 1, 1912, will be compiled in the Washington office from the time reports submitted with pay rolls and salary vouchers. Before wrapping the applications to be forwarded to Washington they should be plainly labeled, for example, as follows: "Leave applications from January 1 to December 31, 19—, Chicago, Ill."

NEW TIME REPORTS.

In connection with the change in the method of granting leave effective May 1, 1912, a modified monthly time report (Form I. D. 101A, 101B, and 101BB.) has been adopted by the bureau, a supply of which has been forwarded to all requiring them. Beginning with May 1, 1912, inspectors and others in charge will therefore discontinue the use of the old time reports.

The modification in this new time report consists in the addition of four columns under the caption "Leave record since January 1," these columns being headed "Annual," "Sick," "Without pay," and "Furlough." The report bears printed footnotes indicating the characters to be used in reporting these items, also instructions as follows: "Make no entries in these columns unless the employee has been absent during the month covered by this report."

The purpose of these columns is to show (only when an employee has been absent during the month covered by the time report) how much and what kind of leave he had prior to the month at present reported. In other words, the entries in these columns must not include the leave or furlough of the employee during the month covered by the time report. In case an employee is absent from duty for the first time, the fact that he has had no previous leave should be indicated in the column by ciphers. If an employee has been on duty the entire month no entries should be made in the columns.

To obtain the desired results from this modified form of time report it will be necessary to comply strictly with these instructions and accurately to show thereon the leave taken during the current and previous months.

As monthly time reports accompanying pay rolls and salary vouchers are required to be forwarded to the Washington office at the close of the 24th of the month, and it is necessary to anticipate the service which employees will render from that date to the end of the month, inspectors in charge and all others concerned will forward immediately at the close of the month a supplemental time report covering any correction to be made in the time of the employee for that period on account of annual leave, absence

on account of sickness, or absence or furlough without pay. This supplemental report need bear only the names of those whose time it is desired to correct. In the upper left-hand corner the words "Supplemental time report" should be plainly written.

The present method will continue of advising the Washington office by telegram before the end of the month of any unanticipated absence without pay occurring after time reports and pay rolls have been submitted. In every such case the telegram should indicate the dates of absence.

COMMUNICATIONS BY GOVERNMENT EMPLOYEES TO CONGRESS.

The following Executive order is published for the information and guidance of bureau employees:

It is hereby ordered that petitions or other communications regarding public business addressed to the Congress or either House or any committee or member thereof by officers or employees in the civil service of the United States shall be transmitted through the heads of their respective departments or offices, who shall forward them without delay with such comment as they may deem requisite in the public interest. Officers and employees are strictly prohibited either directly or indirectly from attempting to secure legislation, or to influence pending legislation, except in the manner above prescribed.

This order supersedes the Executive orders of January 31, 1902, January 25, 1906, and November 26, 1909, regarding the same general matter.

WM. H. TAFT.

THE WHITE HOUSE, *April 8, 1912.*

EMPLOYEES AVAILABLE FOR TRANSFER.

It is found that the expenses incurred by the bureau for salaries paid from the various appropriations are running close to the limit of the funds allotted for the use of the bureau, and it will be necessary immediately to make a considerable curtailment in these items of expense. New appointments or promotions will therefore be out of the question except in extreme emergencies, and vacancies must be filled just as far as possible by transfer within the bureau. With this end in view, each inspector in charge is directed to forward to the Washington office immediately the names and designations of all employees who can be spared for transfer in case of urgent need, indicating the preference of each as to assignment. The employees proposed for transfer must, of course, make no definite plans for transfer until so instructed specifically, but they must understand that when the needs of the service demand their transfer they must comply with instructions if they desire to continue in the service. Each employee named, however, may be assured that he will not be transferred against his wishes if this can be avoided without impairment to the service.

MONTHLY REPORTS OF EXPENDITURES.

In order that the Washington office may be promptly informed at the close of each month of all incumbrances against the bureau appropriations, each employee in whose favor a general authorization is in force is directed to submit a monthly summary of the expense incurred thereunder, on Form T-31 (postal card), a supply of which will be forwarded shortly to all employees concerned. These reports should show a summary of expenditures, according to the appropriations involved, and must be mailed on the last day of each month.

Report Form T-31 is *not* intended to take the place of report T-15, and the latter should be submitted as heretofore. Particular attention is directed to the revised instructions on the front page of report T-15.

OUTSTANDING ACCOUNTS FOR FISCAL YEARS 1910 AND 1911.

It is desired that all unpaid accounts for expenditures made during the fiscal years 1910 and 1911 be adjusted before June 30, 1912. Inspectors in charge and others are instructed to examine closely their records of expenditures for the two years indicated, and if any outstanding bills are found to have the accounts prepared and submitted to the Washington office at once for payment.

AUTHORIZATIONS FOR THE NEXT FISCAL YEAR.

Every inspector in charge or other employee now holding a general authorization is directed to report by May 1 next if any changes are desired in the scope of the authority or in the amount of the allowance for the next fiscal year, and to indicate such changes and explain fully the necessity therefor. If no changes are required, it will not be necessary to submit a report.

SPECIFIC PARAGRAPHS OF AUTHORIZATIONS MUST BE SHOWN.

Frequently delays in the settlement of accounts are caused by the failure of inspectors in charge to show the particular paragraph of their authorization to which the expense is chargeable. This information should be indicated in the proper place on the face of the voucher. The items of expenditure entered on Form 4 vouchers should be grouped according to the appropriations involved and the particular paragraph of the authorization indicated above each group.

PREPARATION OF PAY ROLLS.

Numerous instances have been reported recently where the names or initials of employees were incorrectly entered on pay rolls or an error was made in the rate of compensation. To obviate trouble of this kind there should be kept at each station a complete roster of all employees, arranged in the same order in which the names are entered on the pay rolls, and the roster should be corrected as soon as any change is made in the title or compensation of an employee. The pay roll should be prepared each month from this record, and after preparation the roll should be verified with the roster.

MARKING ENVELOPES TO INDICATE INCLOSURE.

Will inspectors in charge and others read again the item headed "Marking envelopes to indicate inclosure," in Service Announcements for August 15, 1911, page 60? All employees are directed to comply with the instructions there given

PUBLICATIONS IN MARCH.

[Publications intended for employees are sent in bulk to inspectors in charge at the different stations, and no mailing list of individual employees is kept. Owing to the limited editions and the large number of bureau employees, as a rule only sufficient copies are sent to supply the more important employees. Requests from any employee for publications, however, will be complied with as far as practicable. Regulations will be supplied to inspectors in charge as freely as may be required for official use.]

Circular 196. Some Results of Tick Eradication. Pp. 4.

Circular 198. The Bacterium of Contagious Abortion of Cattle Demonstrated to Occur in Milk. By A. D. Melvin, chief of the Bureau of Animal Industry. Pp. 3.

The Principles of Breeding and the Origin of Domesticated Breeds of Animals. By J. Cossar Ewart, regius professor of natural history, University of Edinburgh, Scotland. Pp. 125-186, Pls. VI-XII, figs. 7. (Reprint from the Twenty-seventh Annual Report.)

The Ancestry of Domesticated Cattle. By E. W. Morse, specialist in animal husbandry, Office of Experiment Stations, U. S. Department of Agriculture. Pp. 187-239, Pls. XII-XVI, figs. 8-16. (Reprint from the Twenty-seventh Annual Report.)

Farmers' Bulletin 481. Concrete Construction on the Live-Stock Farm. Prepared under the direction of the Bureau of Animal Industry. Pp. 32, figs. 24.

B. A. I. Order 187. To Prevent the Spread of Splenetic, Southern, or Texas Fever in Cattle. Pp. 12

Defines the areas quarantined to prevent the spread of Texas fever in cattle and describes general provisions under which cattle may be moved interstate; also makes some modifications in the dipping requirements in the area where cooperative tick eradication is being conducted.

ORGANIZATION OF THE BUREAU OF ANIMAL INDUSTRY.

Chief: A. D. MELVIN.

Assistant Chief: A. M. FARRINGTON.

Chief Clerk: CHARLES C. CARROLL.

Animal Husbandry Division: GEORGE M. ROMMELL, chief.

Biochemic Division: M. DORSET, chief.

Dairy Division: B. H. RAWL, chief.

Inspection Division: RICE P. STEDDOM, chief; MORRIS WOODEN, R. A. RAMSAY, and ALBERT E. BEHNKE, associate chiefs.

Pathological Division: JOHN R. MOHLER, chief.

Quarantine Division: RICHARD W. HICKMAN, chief.

Zoological Division: B. H. RANSOM, chief.

Experiment Station: E. C. SCHROEDER, superintendent.

Editor: JAMES M. PICKENS.

Office of Accounts: JAMES L. CHASE, in charge.

Appointment Section: IRVING W. PEW, in charge.

